



## APPLICATION FOR RECORDS RETENTION SCHEDULE

05

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE  |                    | 1. Agency Address  | FOR RECORDS MANAGEMENT USE    |                             |
|---|--------------------|--|-------------------------------|-----------------------------|
| Application Date<br>August 22, 1986   | Application Number |  | Application Number<br>87-18   | Date Received<br>SEP 8 1986 |
|   |                    |  | Date Completed<br>JAN 30 1987 |                             |
| 2. Person to Contact<br>Emery S. Horvath  |                    | Working Title<br>T.E. V  | Telephone Number<br>656-5314  |                             |
| 3. Action Requested<br>a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.<br>b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.<br>c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void   |                    |  |                               |                             |
| 4. Dates of Series<br>Earliest<br>1974  | Latest<br>To Date  | 5. Records Series Title (followed by title used in office; if different)<br>Maintenance Management System COMPUTER PROGRAM AND TAPES |                               |                             |
| 6. Division and Office Function<br>What is the function of the Division and the Office in which this record series is created?<br><br>DIVISION OF OPERATIONS: Provides staff support to the Department in the areas of Maintenance, Traffic Engineering and Safety, Utilities, Permits and Enforcement, Equipment Management and Field District supervision.<br><br>OFFICE OF MAINTENANCE: Has responsibility for roadway and bridge maintenance, bridge inspection, asphalt plant operations, Sign Shop, Centerline Shop, Emergency Operations Center, maintenance budget and maintenance Management System. |                    |  |                               |                             |
| 7. Record Series Description<br>This file contains the following documents (include form numbers and titles, if any):<br>Documents relating to: Administering the operation of the Division's Maintenance Management System<br><br>Included are:<br>Computer Programs & Tapes<br>Computer Programs - Are retained by the Office of Systems Development through their normal operating procedures.<br>Computer Tapes - Fiscal year master file.<br><br>File is arranged:   |                    |  |                               |                             |
| 8. Monthly Reference Rate<br>How often are records referred to which are:<br>One to six months old <u>Daily</u> ; Seven to twelve months old <u>Daily</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>Rarely</u> ?  |                    |  |                               |                             |
| 9. Annual Rate of Accumulation of Records<br>Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/5 tape</u>  |                    |  |                               |                             |

|   |   |  |
|---|---|--|
|   |   | If not, where is it?   |
|   | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.                                     |
|   | X | c. Is this a vital record?   |
| X |   | d. Does this series have historical or long term research value?   |
|   | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
|   | X | f. Is the information contained in this series ever published? If yes, attach copy.  |
|   | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.                            |
|   | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?  |
|   | X | i. Is this series (or a major portion of it) regularly microfilmed?  |
|   | X | j. Does the record series result in a computer printout?   |

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | 10 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- e. Cost and Productivity changes over longer periods of time.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Computer Tapes (Fiscal Year Master Files):

Hold fiscal year master file in DOT's tape library for 10 years, then review for possible continued need/value. If needed, continue to hold. If no longer needed, erase and reuse.

Computer Programs:

Hold in current files area until program is no longer in operation and related data is no longer needed for reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

|  |        |  |         |
|--|--------|--|---------|
| Agency Head/Designee (Signature)   | Date   | Records Management Officer (Signature) | Date    |
| <i>Donald B. Watson</i>  | 9/2/86 | <i>Martha B. Buck</i>                  | 8/25/86 |
| Recommendations in paragraph 12 are approved.<br>(If disapproved, attach letter of explanation.) |        | State Records Committee (Signature)    | Date    |
|  |        | State Auditor/Designee                 | 1-20-87 |
|  |        | Secretary of State/Designee            | 1/16/87 |
|  |        | Attorney General/Designee              | 1/23/87 |